



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT  
INST 5340.5  
N01  
12 JAN 2001

### COMNAVREG MIDLANT INSTRUCTION 5340.5

Subj: NAVY-MARINE CORPS RELIEF SOCIETY ANNUAL CALL FOR  
VOLUNTARY CONTRIBUTIONS

Ref: (a) SECNAVNOTE 5340

1. Purpose. To assign a rotating chairman for annual Hampton Roads Area Campaigns, and to establish an Executive Committee.

2. Cancellation. COMNAVBASENORVAINST 5340.5G.

3. Background. The Navy-Marine Corps Relief Society (NMCRS) annual call for voluntary contributions is conducted during the month of March. Since its founding in 1904, the Navy Relief Society has been the Naval Service's own organization for the relief of distress among Navy and Marine Corps personnel and their families.

4. Responsibility

a. The Hampton Roads Area NMCRS Fund Drive shall consist of all commands under the Commander, Navy Region, Mid-Atlantic's (COMNAVREG MIDLANT) Area of Responsibility (AOR). The Chairmanship for future fund drives will be rotated as follows:

- 2001 Commander, Naval Safety Center, Norfolk
- 2002 Commander, Navy Exchange Service Command, Virginia Beach
- 2003 Commander, Operational Test and Evaluation Force
- 2004 Commander, Naval Medical Center, Portsmouth
- 2005 Commander, Atlantic Division, Naval Facilities Engineering Command

b. The Chairman shall appoint an Area Coordinator and a Treasurer to assist in the campaign. These appointees, together with COMNAVREG MIDLANT Public Affairs Officer (PAO), shall constitute the Steering Committee.

c. Commanders/Commanding Officers shall appoint representatives to be Sub-Area Coordinators:

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Sub-Area I: Shore Activities  
Commanding Officer, Naval Station, Norfolk

Sub-Area II: Naval Surface Force:  
Commander, Naval Surface Force, U.S. Atlantic Fleet

Sub-Area III: Naval Air Force;  
Commander, Naval Air Force, U.S. Atlantic Fleet

Sub-Area IV: Submarine Force;  
Commander, Submarine Force, U.S. Atlantic Fleet

Sub-Area V: Major Commands;  
Commander in Chief, U.S. Atlantic Fleet

Sub-Area VI: Naval Activities, Portsmouth;  
Commanding Officer, Naval Medical Center, Portsmouth

Sub-Area VII: Naval Activities, Yorktown;  
Commanding Officer, Naval Weapons Station, Yorktown

Sub-Area VIII: Naval Activities, Little Creek;  
Commanding Officer, Naval Amphibious Base, Little Creek

Sub-Area IX: Naval Activities, Oceana; Commanding Officer,  
Naval Air Station, Oceana.

d. The Executive Committee shall consist of the Steering Committee, Sub-Area Coordinators, and the COMNAVREG MIDLANT Staff Judge Advocate.

## 5. Accountability

a. The Chairman will appoint a Treasurer to receipt, account for, and turn in monies collected during the campaign.

b. Audits of past fund drives have revealed internal control weaknesses in the handling of cash, checks, and allotment forms. The Treasurer shall implement the following procedures, as a minimum, to provide the controls necessary for the accountability of contributions and the auditability of records:

(1) Ensure command coordinators:

(a) Collect and safeguard all contribution forms, checks, and cash donations.

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(b) Properly deposit all cash and check donations.

(c) Submit periodic reports of collections to the treasurer. All cash and check collections included in a report must be supported by a bank deposit slip attached to the report. Cash and check amounts reported without a deposit slip will not be recognized as a contribution from the reporting command.

(d) Ensure Unit Identification Code (UIC) is written on each pledge card and personal check.

(e) Forward copies of all contribution forms with the end-of-campaign report.

(2) Follow-up with subordinate commands until all end-of-campaign reports have been received.

(3) Maintain a complete file of reports and supporting documentation for future audit.

#### 6. Action

a. Upon completion of the final report, the current Chairman shall contact the next year's Chairman and arrange a turnover briefing.

b. The current Chairman will submit a proposed generic template of any awards, e.g., Letter of Commendation, Navy and Marine Corps Achievement Medal, etc., to COMNAVREG MIDLANT for approval. The current Chairman is responsible for ensuring Sub-Area Coordinators prepare awards in proper format and forward in the smooth to COMNAVREG MIDLANT for signature via the Chairman.

c. The upcoming Chairman shall make Steering Committee appointments by 1 December and call for designation of Sub-Area Coordinators by 15 December for the upcoming campaign.

d. The upcoming Chairman will call a meeting of the Executive Committee members and publish information pertaining to the organization/administration of the drive.



S. E. BARKER  
Chief of Staff

Distribution: See page 4

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